



Georgia Department of Revenue

Job Announcement: 73-13

Division Name: ATD-COAM

Position Information Summary

Job Code:	41443	Job Name:	TS: Examnr/Coletr/Rev Agts (EL)
Position Number:	7 positions TBD	Expected Hiring Range:	\$22,077.93
Division:	ATD	Location:	Multiple Locations: see position duties
Opening Date:	5/6/2013	Closing Date:	5/13/2013

Position Duties:

Trains to review license applications to insure compliance with applicable laws, regulations and tax compliance
Trains to review edit and assimilate departmentally generated information to insure accuracy and accountability
Works with taxpayers, departmental personnel and others in order to achieve goals and provide excellent customer service.

Position: Unclassified

This job announcement will be used to fill vacancies in: Bibb, Chatham, Clarke, Coffee, DeKalb, Dougherty and Muscogee)

**Interview Location: Forsyth, Georgia May 22, 23, & 24.
Applicants selected for an interview will be notified between May 16 and May 20.**

These are contract funded positions. If, and when the contract is terminated, the position will be terminated.

Entry Qualifications:

One year of related experience (examining/reviewing applications or providing customer service),

OR

Associate degree in accounting, bookkeeping or related (finance or business administration)

*** In addition to meeting the entry qualifications, priority consideration will be given to applicants who have the ability to read and interpret laws, policies, rules and regulations pertaining to alcohol, tobacco and coin operated amusement machine applications and related enforcement/compliance activities ***

In addition to meeting the Entry Qualifications listed here, applicants must also take and pass the Revenue Employee Test unless they hold a Bachelor's Degree or a Gold or Platinum Work Ready Certification. The Office of Human Resources will contact candidates during the selection process to arrange testing if necessary. More information on Work Ready Certification is available at <http://gaworkready.org/>.

Qualifications:

Essential

- * Customer Service (face-to-face, by phone or in writing)
- * Results Orientation
- * Accountability
- * Judgment and Decision Making
- * Teamwork and Cooperation
- * Experience using computer software applications like Microsoft Word and/or Excel (or equivalent)
- * High School Diploma or GED

Preferred

- * Knowledge of tax laws and interpretation
- * Knowledge of collection procedures
- * Ability to read and interpret laws, policies, rules and regulations pertaining to alcohol, tobacco and coin operated amusement machine applications and related enforcement / compliance activities

How to Apply:

This announcement is open to the **Public**

Applicants must apply at www.careers.ga.gov (requisition: 474-41443as)

Applications will not be accepted after the closing date. For more information on employment and benefits with the Georgia Department of Revenue, visit our website at www.etax.dor.ga.gov. Due to the large volume of applications received by this office, only applicants selected for interview will be notified for final applicant selection. If you need an accommodation due to disability for any part of the employment process, please contact Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD).

All selected applicants for Department of Revenue positions may be subject to a State of Georgia tax records check and a criminal background investigation before final approval to begin work. Additional background processes may be in place for some positions, such as law enforcement. In addition, the highest level of education indicated on the State of Georgia Application for Employment will be verified.